

**College of Fine Arts and Communication
Student Travel Support Request**

TU Student Requestor: _____ **Requestor TU ID#:** _____

Mailing Address: _____

Towson E-mail: _____ **Phone #:** _____

Expected Graduation Date: _____

Organization: _____

Department: _____

Advisor: _____

<p>Is traveler the requestor, if not please indicate who? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other: Is traveler a US Citizen or Permanent Resident Alien? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Destination: _____

Date of Departure: _____

Date of Return: _____

Purpose of Travel: _____

Estimated Cost (List ONLY costs seeking funding for; upload documents to Tiger Travel if available):

Transportation: _____

Registration: _____

Lodging: _____

Meals: _____

Other: _____

Total: \$ _____

<p>When you return from your trip, please write a brief narrative (200-500 words) sharing where you went and for how long, explaining how your travel experiences relate to your creative activity/research or enhanced your understanding of and commitment to your field of study. You will also need to upload a .jpeg file of a photo you took while on your trip to your Travel Expense Voucher.</p> <p>I am very interested in what happens to you and what you learn. In addition, I will share your observations with the trustees of the Kaplan estate so they can appreciate Dr. Kaplan's continued positive impact. Please upload your narrative as a word document with your expense voucher when you return.</p>

Regina Carlow, Dean

Required Signatures of Approval:

Student Advisor: _____ Date: _____

Department Chair: _____ Date: _____